Detailed Guide to the Online Process Visual Arts – 2009

We suggest that you print this document for reference while you complete the application process.

ARTIST'S INNOVATION AWARD

HONORING THE INNOVATIVE IDEAS, PRACTICES AND CONTRIBUTIONS OF MONTANA ARTISTS.

Our online process will help you create a portfolio for your application at https://mt.slideroom.com.
This requires:

- A PC or a Mac
- Adobe Flash Player (version 9 or higher)
- A PDF conversion program
- Access to high speed internet. Unfortunately, dial-up connections will not work with this system, so if you do not have a high speed internet connection, go to http://www.art.mt.gov/artists/artists_innovation.asp to download a list of sites offering public access to computers with high-speed internet service and free Wi-Fi access in your part of the state.
- An email account. (Please note that Hotmail accounts are not compatible with this system.)

Free resources:

Here is information on how to access or download all of the necessary programs <u>at no cost</u>. If you have questions about versions of software, access to any of the above, or this just sounds too overwhelming, email <u>support@slideroom.com</u> for personal assistance. Their friendly support people will help you immediately and will phone you if necessary.

- o Free email accounts are available from http://www.gmx.com, http://mail.google.com, http://www.mail.com and http://mail.yahoo.com
- o To download free Adobe Flash Player, go to http://www.adobe.com/products/flashplayer/
- o To download a free PDF converter, go to
    http://www.download.com/CutePDF-Writer/3000-6675_4-10206470.html

Guidelines for support materials:

Support materials in the formats recommended below should be saved on your hard drive, flash drive or other portable storage device.

Support materials <u>must</u> include:

- ✓ artist's statement (PDF format)
- ✓ biography and/or resume (PDF format)
- ✓ a minimum of ten and a maximum of twenty quality digital files (see below for parameters)

Artwork samples and parameters:

We require a minimum of ten and a maximum of twenty artwork samples and these may include:

- o **Visual arts images** in jpg format no larger than 2MB each - 1280 x 1280 px @ 72 dpi. (To check image size: open the image, right click your mouse and go to "Properties.") The following link has some helpful information on how to reduce image size: http://slideroomblog.com/sr/?cat=4
- o **Media/Video** clips of work or artwork (mov, wmv, or flv formats) no larger than 20MB each
- o **Documents** such as program or curriculum information, testimonials, press, photos, etc. (PDF format) no larger than 10MB each

High-quality digital images of artwork are encouraged. Many photo processing facilities provide low-cost services to convert your media, slides and photos into digital files.

**If you require technical assistance with any of these requirements, please contact
support@slideroom.com and they will help you.
They offer personal phone service which you can initiate by email.**

How to create your application portfolio:

Step 1: You must **register and create an account** in order to submit your application. Click on the link at the bottom of the Artist's Innovation Award page (http://www.art.mt.gov/artists/artists_innovation.asp) which will take you to https://mt.slideroom.com/app/Applicant.aspx. Here you will be asked for your email address and a password (one letter or number minimum) to secure your application account.

When you click on **save**, you will get a confirmation message telling you that an email will be sent to the email address you gave when setting up the account. In a few minutes that email will arrive in your Inbox with the subject line: Welcome to SlideRoom.com! Click on the link in the email message to activate your account and you will see a confirmation screen. Follow the **click here** link to the application website, then log-in on the right of the screen using your email address and password. An online instruction guide on this log-in page can be opened by clicking the Help button at the bottom of the screen. Whenever you wish to revisit your application portfolio you must log-in the same way. Your entry will be automatically saved and you can go back as often as you like to edit and upload until you click the Submit Portfolio button. We suggest that you bookmark the website for convenience.

Step 2: You are now at the **Choose Program** screen. In the gray box at the top of the left sidebar, click on the blue title **Select a Program** to read the portfolio guidelines for the Artist's Innovation Award Program. Then click the **select** button beneath the guideline window. (The portfolio guidelines are repeated on the sidebar to the left for your reference.) For help with any step once you have logged in, click the "Support" lifebelt button at top right for quick help topics or email support.

Step 3: Next, click on the blue **Manage Portfolio** link on the sidebar to gather the support materials for your application. When the page comes up, there will be a pale blue window with three buttons beneath it, above the upload and portfolio guidelines on the left sidebar. Click on the left button marked **browse** and a new window will open showing the contents of your computer and any portable memory devices plugged in to it. Navigate to the file you want, left click to select it and then click **Open** at the bottom right of the window. The name of the file will then appear on the pale blue sidebar window on the application site. Add more items from your computer in the same way. When you are ready to upload them, click on the name of the file so that it shows bright blue and click the **upload** button. Files may be removed by selecting in the same way and clicking "remove."

When an item has been successfully uploaded, a thumbnail of it will appear. It will have an "i" in a small blue circle in one corner to remind you to label it, so double-click the item to add details in all fields. You must input something in each field, so type in "na" for those fields that do not apply, then click on **save**.

Step 4: When you have finished uploading and labeling all your support materials, click on **Complete Application Form** at the very bottom of the left sidebar**.** Enter information directly by clicking on an answer field and typing. Most importantly, you will be asked to answer three narrative questions about your work. (You can cut and paste text from another document if you wish.)

Step 5: When you are satisfied that your portfolio is complete, click the **Submit Portfolio** button in the top right corner of the screen. If any areas or items still need attention, you will get an on-screen message with further instructions. If the portfolio matches all guidelines, you will get a window that allows you to review all of your submissions choices. If everything looks correct, click **submit**. This will bring up a standard credit card screen for you to make payment. After payment is made you will see an on-screen confirmation of successful submission containing your confirmation number and the opportunity to print an inventory of your submission. A confirmation will also be emailed to the address you gave when you created your account.

Please be aware once you click Submit Portfolio no further visits can be made to the site.

Don't be alarmed about the process!! The application site contains full instructions and lots of technical help will be at hand from start to finish. For technical assistance, send an email to support@slideroom.com. You can request that they call you if that is your preference.

Timeline:

- o **April 1, 2009** - contact Kristin Han Burgoyne (406-444-6449) before this date if you do not have reasonable access to a computer or high speed connections.
- o **May 1, 2009** - all information and uploads must be submitted online by 11:59 p.m. (MDT)
- o **June 30, 2009** - you will be notified by this date if you are selected for an award for visual arts.